

## Assistant Planner

### General Purpose:

The City of Ellsworth seeks a team-oriented, qualified candidate with excellent communication skills to fill the position of Assistant Planner. This is a full-time position with benefits. The Assistant Planner serves a vital role and is a key contact for the Planning Office, providing support to the City Planner and the Planning Board, and performing a variety of administrative, technical, and professional work on City planning related projects.

The ideal candidate will possess education and local government experience, preferably in planning and/or land use, as described below, as well as the ability to work well with the public, municipal officials, and other staff in a busy office environment that requires prioritization and tracking of varying work projects. The successful candidate will possess administrative skills to maintain organized records and provide a high level of customer service, analytical skills to retrieve and interpret data, and communication skills to convey information in written and verbal form. Proficiency with computer applications including Microsoft Office is required, with ESRI ArcGIS proficiency a plus.

Ellsworth, Maine is the largest community in Hancock County, home to 8,399 residents in 2020. The city is the service center for the region and gateway community to Acadia National Park. At 94 square miles, Ellsworth is also the largest city by land area in Maine, containing both an urban core and historic downtown as well as ample open spaces and recreational amenities.

### Supervision Received:

Work is performed with independence under the general supervision of the City Planner.

### Supervision Exercised:

No supervisory authority.

### Essential Duties and Responsibilities:

The Assistant Planner is responsible for supporting the City Planner, Planning Board, and other Boards and Commissions as assigned; general coordination of the Planning Office including scheduling meetings and maintaining filing systems (hard copy and digital) and planning records; posting public meeting notifications; preparing minutes for Boards and Commissions to which the department is staff representative; and other operational functions related to managing the department. More detailed, specific responsibilities include:

1. Prepares public notices, mailings, and Planning Board minutes. Attendance at a minimum of 1-2 evening meetings per month is required.
2. Receives and processes all Planning Board applications and associated materials.
3. Actively participates in internal Technical Review Team meetings of pending development applications and prepares reports to Planning Board for City Planner's review.
4. Communicates both in person and over the phone with customers. This position is typically the first point of contact for customers. Responds to inquiries from employees, residents, developers, and others and refers, when necessary, to appropriate contacts. Provides general information on planning and development when appropriate.
5. Manages office operations, communications, meeting schedules, databases, and hard copy and digital filing systems. Files various letters, documents, plans, and reports as assigned. Maintains office supplies and merchandise with authorization. Prepares and maintains all email distribution lists for Boards, Committees, Task

Forces, and other groups served by the City Planner. Coordinates staff and Planning Board member registration, attendance, and travel arrangements for workshops, seminars, and conventions as requested.

6. Performs professional and administrative work, including gathering, interpreting, and presenting data to assist with comprehensive planning, zoning and policy research, and other special planning studies, reports, and projects as necessary. Actively participates on ad-hoc committees related to zoning, ordinance review, and short- and long-term planning.
7. Under the direction of the City Planner, works with a wide range of groups/individuals to address transportation, environmental, housing, recreation, natural resources, historical, land use, and growth and development issues.
8. Assists in the development and/or amendment of land use ordinances.
9. Assists in writing, administration, and management of federal, state, and local grants.
10. Works with City's IT department to ensure web pages and social media accounts are updated.
11. Performs other work as required. Responsible for special projects as assigned, working both independently and in collaboration with interdisciplinary teams as appropriate.

### **Desired Minimum Qualifications:**

This position requires excellent customer service and communication skills and the ability to work collaboratively in a fast-paced, dynamic office. Candidate will be expected to work with diverse groups of residents, developers, elected and appointed officials, and City employees in a professional manner. Independent judgment is required to plan, prioritize, and organize diversified workloads, and recommend efficiencies and streamlining in daily operations, procedures, and functions of the Planning Office.

#### *Knowledge, Skills, and Abilities:*

1. General knowledge of community planning and zoning principles or municipal government operations.
2. Ability to establish and maintain effective working relationships with City officials and staff, business and professional contacts, and the public.
3. Ability to work with internal and external customers in a positive manner.
4. Ability to communicate effectively through oral presentation and written correspondence.
5. Ability to maintain accurate and complete records.
6. Ability to develop spreadsheets, reports, and presentations.
7. Skill in operating computers, with knowledge of Microsoft applications. Proficiency with ArcGIS a plus.
8. Ability to conduct research, compile and analyze data, and report on the findings.
9. Ability to follow instructions and to learn complex tasks and assignments quickly.
10. Ability to be flexible, meet deadlines, and operate efficiently in a demanding work environment.
11. Ability to multi-task and to perform detail-oriented tasks.
12. Organizational skills to track multiple steps of a process.
13. Ability to employ independent thinking and action.

#### *Education and Experience:*

1. Bachelor's degree in Planning, Urban Studies, Community Development, Political Science, Geography, Public Administration, or a related field.
2. Experience working with municipalities.
3. Any equivalent combination of education and experience.

### **Tools and Equipment Used**

This position requires knowledge and application of the following:

1. Microsoft applications (Word, Excel, Outlook, PowerPoint, Publisher, Access, etc.)
2. Database management systems (Access, Laserfiche, etc.)
3. Conferencing technology and social media applications (Zoom, Teams, Facebook, etc.)

4. Phone, calculator, and printing, copying, and scanning machines
5. ESRI ArcGIS software experience preferred

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands or fingers, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet and typical of an indoor office environment. A small percentage of outdoor work may be required for formal and informal site visits and special projects and events.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.